**Paulsboro Public Schools**

**Monday, January 25, 2021**

**Call to Order**

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on Tuesday, July 7, 2020 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2020-2021 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on June 29, 2020.

In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the public meeting is available on the district website, Facebook and Twitter. As usual, notice of the meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

The meeting was called to order at approximately 6:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, \*Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Also present were Dr. Roy Dawson, III, Superintendent, and Mrs. Margaret Meehan, Interim Business Administrator.

\*Participated by phone

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed, the Paulsboro Board of Education will meet in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation. The matters discussed will remain confidential until the need for confidentiality no longer exists.

BE IT RESOLVED: The Paulsboro Board of Education will adjourn to Executive Session to discuss personnel and contracts, the results of which may be made known upon return to regular session or when conditions warrant.

Moved by Hamilton, seconded by Michael to go in executive session at 6:03 p.m.

MOTION CARRIED

**Resolution – Resigned Board of Education Member**

**Whereas,** William S. MacKenzie has given freely of his time and expertise in service to the Paulsboro Public Schools, and

**Whereas,** William S. MacKenzie has been a member of the Paulsboro Board of Education for **3** years, and

**Whereas,** William S. MacKenzie has served on various committees of the Board of Education, and

**Whereas,** his hard work, dedication, and “can-do” attitude represents the Paulsboro Public Schools in a most positive way, now

**Therefore, Be It Resolved** that the Paulsboro Board of Education offers its sincere congratulations and commendations to William S. MacKenzie upon his resignation from the Board of Education, and

**Be it Further Resolved**, that William S. MacKenzie be presented with a certificate affirming the actions of the Board of Education, and

**Be it Further Resolved**, that these actions be spread across the minutes of the Board of Education.

Resolution Number #1-25-21-001

Moved by Stevenson, seconded by T. Scott to approve the preceding resolution.

MOTION CARRIED

**Public Comments – Items under the jurisdiction of the Board of Education**

At this time, the public may address the Board of Education. Please record your name, address, and contact information in the red book on the table.

**None at this Time**

**Correspondence** – **None at this Time**

**Old Business**

1. **Attachments**

At the November 30, 2020 meeting, a member asked about the attachments that are part of the **Report of the Board Secretary / Business Administrator** section of the agenda which are included in each Board Members packet of attachments.

This was reviewed by the Interim Business Administrator Margaret Meehan. Starting this month approval of receipts and revenue reports, which are not required reports, will not be included in the Report of the Board Secretary / Business Administrator as an attachment.

The actual Board Secretary and Treasury Report will be brought up to date upon the completion of the audit.

1. **Five Year Strategic Plan**

At the November 30, 2020 meeting, a member asked about the Paulsboro Public Schools May 29, 2017 - May 29, 2022 Five Year Strategic Plan.

The final version of the five year Strategic Plan was presented to the Board for their review and was approved at the May 29, 2017 Board of Education meeting. Members of the community, Borough Officials, Administrators, New Jersey School Boards Representative Terry Lewis, staff, and parents collaborated through committees to develop five goals for the Paulsboro Strategic Plan.

**The goals are as follows:**

Goal #1: To support the staff to create a safe, nurturing and interactive learning environment that fosters all learning, that correlates to state mandated guidelines to successfully integrate students into society.

Goal #2: To reach the 21st century parents to create the 21st century learners.

Goal #3: Create a district wide environment within the school community that is equitable for all.

Goal #4: Examine all avenues to secure more funding to supplement state and federal financing for education and facilities.

Goal#5: Improve the perception of the Paulsboro School District.

The Superintendent, Dr. Roy J. Dawson suggests that the Board of Education select the members who will serve on the Five Year Strategic Plan, which will conclude on May 29, 2022.

**Pending Items – None at this Time**

**New Business**

1. **January 2021 is the New Jersey School Board Recognition Month**

*Paulsboro Public Schools Staff and Community want to thank our Board Members for their vital role they serve in the lives of our children's education.*

New Jersey's local boards of education play an essential role in our students' lives. They oversee 580 school districts, which in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing, and staffing.

New Jersey's 5,000 local school board members devote countless hours - with no compensation - to the oversight and advancement of our children's education.

January 2021 is the 20th annual School Board Recognition Month in New Jersey, a time to raise public awareness of the role and responsibilities of local boards of education and to thank your community's school board members for their efforts. The New Jersey School Boards Association has prepared items to help public bodies, organizations, and local school districts recognize the role of the boards of education and the contributions of their communities' school board members.

**Thank you!**

**Board Business:**

1. **Committee Of The Whole: Negotiations**

**Collective Bargaining – Paulsboro Education Association and Paulsboro Administrators Association**

At the January 27, 2020 meeting, the Interim Superintendent Dr. Walter C. Quint suggested that the Board of Education might want to select the members who will serve on the Negotiations Committees for the contracts with the Paulsboro Education Association and Paulsboro Administrators Association. These agreements expire on June 30, 2021. Selection of committees now will allow them to review the existing contracts as well as attend training provided by New Jersey School Boards Association.

The Interim Superintendent Dr. Walter C. Quint sent the two collective bargaining agreements to the New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Collective Bargaining Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Negotiation Team: Mr. Joseph Lisa, Chairperson, Members: Mr. Robert Davis and Mrs. Danielle Scott.

Update: January 5, 2021, the newly elected Board President Mr. Marvin Hamilton will replace the past Board President Mr. Joseph Lisa as Chairperson.

1. **Committee Of The Whole: Facilities**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Facilities Committee: Mr. Joseph Lisa, Chairperson, Members: Mr. Marvin Hamilton, Mr. Gerald Michael and Mrs. Irma Stevenson.

On October 1, 2020, the Facilities Committee met for the first time to discuss the ROD Grants with District Consultant Frank Domin.

Update: January 5, 2021, the newly elected Board President Mr. Marvin Hamilton will replace the past Board President Mr. Joseph Lisa as Chairperson.

1. **Committee Of The Whole: Budget**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Budget Committee: Mrs. Danielle Scott, Chairperson, Members: Mrs. Theresa Cooper, Mrs. Crystal Henderson and Mrs. Irma Stevenson.

1. **Committee of The Whole: Policy Manual**

The District Policy Manual is out of date and will be updated. New Jersey School Boards Association or another agency have provided leadership in this area.

Currently, the hard copy policy manual does not match what is posted online. The online policies, in some cases, appear to be drafts. Some recently adopted policies do not appear in the hard copy manual or online.

At the October 26, 2020 Board meeting the Board approved to contract with Strauss Esmay Associates, LLP who will update the District Policy Manual. The cost to review and update our District Policy Manual is $13,000.00. This is a onetime charge. There will be a yearly fee of $2,545.00 for the maintenance and updates to the policies.

Update: All documents that the Strauss Esmay Associates, LLP requested to start the process were sent to them on November 9, 2020 from the Office of the Superintendent. We are in the process of setting up meetings to discuss the DRAFT manuals for the District Policy Manual.

On January 13, 2021, Superintendent Dr. Roy J. Dawson and Secretary to the Superintendent Deborah Kappra had a review meeting with Strauss Esmay Associates, LLP. The meeting was to finalize some of Strauss Esmay Associates remaining questions regarding our personal titles and procedures. Our Policy Manual’s first draft will be sent to the Superintendent’s office by the end of January for our review.

**Report of The Board Secretary/Business Administrator**

**Recommend Approval of A – C:** The Greenwich Township Representative may vote on items in this section of the agenda.

Informational: The Report of Secretary to the Board of Education as well as associated reports of accounts will be available for review at the meeting or in advance in the Office of the Interim Business Administrator/Secretary to the Board of Education.

1. Approval of Minutes (**Attachments**)

Regular Meeting December 21, 2020

Executive Meeting December 21, 2020

Reorganization Meeting January 5, 2021

Executive Meeting January 5, 2021

1. Approval of the November and December 2020 transfers. (**Attachments**)
2. Approval for December 2020 and January 2021 payment of bills that are duly signed and authorized. (**Attachments**)

Motion made by Michael, seconded by Cooper to approve items A-C.

**MOTION CARRIED**

**Report of The Superintendent of Schools**

**Note: All Recommendations in the Report of the Superintendent are made**

 **“Upon the Recommendation of the Superintendent.”**

**Personnel B - I:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formally known as Source 4 Teachers). (**Attachment)**

Informational: The Board of Education has a contract with ESS to provide substitute teachers for the district. ESS verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

1. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, February 22, 2021 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The Superintendent will only use letters of intent when absolutely necessary. The letter of intent authority will not be used for administrative or supervisory positions.

1. Recommend approval for the extension of the temporary change of duties for Paulsboro Junior / Senior High School Custodian Michael Robinson to continue covering for the Supervisor of Support Staff Jack Henderson while he is on Medical Leave of absence. This temporary change of duties is for the period January 4, 2021 – January 15, 2021. The recommendation includes a stipend of $350.00 per week for these additional duties.

Information: Mr. Robinson moved to days during this time period.

1. Recommend approval to reappoint District Consultant Frank Domin to continue to review the documentation for the existing Regular Operating District (ROD) grants, prepare applications for reimbursement from the New Jersey School Development Authority (SDA) and handle other work that needs to be completed so that the Paulsboro Board of Education receives reimbursement for that portion of the 2015 Bond Referendum ROD projects that have already been completed. Mr. Domin will work an additional not to exceed 100 hours at the same rate as before of $55.00 per hour.

Informational: Mr. Domin is a retired School Business Administrator with ROD grant experience.

Mr. Domin will continue to complete the following tasks:

* Determine where the district is with the ROD grant applications.
* Determine the status of required paperwork.
* Ascertain the status of projects with the School Development Authority (SDA).
* Prepare required paperwork for reimbursement.
* Monitor and amend documentation as it moves through the SDA approval process.
1. Recommend approval, via letter of intent dated January 11, 2021, to appoint Wendy Glocker to the position of full time Computer Technician for the remainder of the 2020 -2021 school year. Ms. Glocker will earn Step 1 – $53,353.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of all required paperwork and criminal history background review.

Acct# 11-000-222-177-04-999 33%

Acct# 11-000-222-177-03-999 33%

Acct# 11-000-222-177-02-999 11%

Acct# 11-000-222-177-01-999 23%

Informational: Ms. Glocker is replacing Charles Brown who retired December 31, 2020.

1. Recommend appointment of the following teacher to Co-Curricular and Class Advisor position at Paulsboro High School for the 2020 - 2021 school year. Stipends are as per agreement with the Paulsboro Education Association.

Acct. #11-401-100-100-00-997

| **Position** | **Advisor** | **2020-2021****Salary (in $)** |
| --- | --- | --- |
| Student Council Advisor | Christine O’Malley | $2,122.00 |

Informational: Other advisors were approved earlier in the year and this is needed to assist in planning various end of year activities that student council participates in. Most importantly the annual Brotherhood Assembly.

1. Recommend approval for all Paulsboro Public School employees who hold a valid certificate to teach in New Jersey be approved for the Alternative Education Program (AEP) at Paulsboro Junior / Senior High School for the remainder of the 2020-2021 school year.

AEP Teachers -Acct# 11-140-100-101-01-150

**The teachers will be on a rotating schedule working as follows:**

Teacher # 1 3:00p.m. – 5:00p.m. 2.0 hr. / day $32.00 per hour $ 64.00 per day

Teacher # 2 5:30p.m. – 7:30p.m. 2.0 hr. / day $32.00 per hour $ 64.00 per day

 $128.00

1. Recommend approval to appoint the following to the Alternative Education Program (AEP) at Paulsboro Junior / Senior High School beginning on January 27, 2021 for the remainder of the 2020 - 2021 school year.

| **Personnel** | **Position** | **Account Number** |
| --- | --- | --- |
| Jean Brown | Student Assistance Counselor | 11-140-100-101-01-150 |
| James Pandolfo  | Principal / Administrator | 11-000-240-104-01-150 |
| Paul Morina | Substitute Principal / Administrator | 11-000-240-104-01-150 |

**The following will be working this schedule:**

Counselor 3:00p.m. – 5:30p.m. 2.5 hr. / day $32.00 per hour $ 80.00 per day

Administrator 4:00p.m. – 7:30p.m. 3.5 hr. / day $32.00 per hour $112.00 per day

 $192.00 per day

Informational: The daily cost for this program is not to exceed $320.00 per day.

Motion made by Stevenson, seconded by D. Scott to approve items B-F, Tabling H & I.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Gerald Michael, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Personnel J - N:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend approval of a Family Medical Leave of Absence (FLMA) for Loudenslager Elementary School Custodian Cindy Anderson, Staff #338 DOH 10/27/1998, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Thursday, December 31, 2020 – Friday, January 29, 2021 | Unpaid with benefits paid by Staff member  |

1. Recommend approval of a Leave of Absence for Billingsport Early Childhood Center Teacher Beth Walsh, Staff #421 DOH 03/01/1990, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Thursday, January 7, 2021 -Friday, February 26, 2021 | Paid by use of sick days  |

Informational: This is not Family Medical Leave of Absence (FMLA). Ms. Walsh has used 60 days within the past 12 months.

1. Recommend approval to transfer Full Time 10 month Loudenslager Elementary School Secretary Lisa Phillips to the Full Time 12 month Loudenslager Elementary School Secretary.

Informational: Ms. Phillips has been with the Paulsboro Public Schools for sixteen years and currently at Step 10. Ms. Phillips’ new salary will be Step 10 - $50,014.00 effective February 1, 2021.

1. Recommend approval to transfer Loudenslager Elementary School teacher Anthony Petrutz to the position of Basic Skills Reading Teacher at Loudenslager Elementary School.

Informational: Mr. Petrutz has been a teacher at Loudenslager for 10 years and has taught both 5th & 6th Grade Language Arts. Mr. Petrutz is replacing Kathleen Brown who retired October 1, 2020. Interviews were conducted by Matthew Browne, Tina Morris, Christine Lindenmuth, and Robert Harris.

1. Recommend approval to appoint Sabrina Mourey as the Teacher assigned to Preschool at Billingsport Early Childhood Center from January 4, 2021 until the return of Preschool Teacher Kimberley Manual or five days after Kimberley Manual returns to work whichever comes first. Ms. Mourey will earn BA Step A - $48,257.00 as per agreement with the Paulsboro Education Association. This temporary position does not include benefits.

Informational: Ms. Mourey originally replaced Lindsay Campbell who was on childbearing/childrearing leave of absence.

Roll Call to Vote: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative. 9 Vote yes, Michael No Vote

 Motion Carried

Motion made by Stevenson, seconded by T. Scott to approve items J-N.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Staff and Curriculum Development:**

1. **Informational - Enrollment and Class Size:**
2. The following chart presents the enrollment data for Preschool - 8:

| **Grade** | **Enrollment - January 15, 2021** |
| --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020-2021** |
| Pre- School Age 3 & 4 | 57 | 68 | 63 | 79 | 82 | 48 |
| K | 104 | 97 | 92 | 102 | 96 | 77 |
| 1 | 111 | 86 | 94 | 84 | 86 | 85 |
| 2 | 79 | 86 | 80 | 83 | 78 | 81 |
| 3 | 56 | 65 | 100 | 90 | 79 | 90 |
| 4 | 65 | 70 | 60 | 103 | 82 | 81 |
| 5 | 64 | 60 | 71 | 61 | 97 | 86 |
| 6 | 53 | 82 | 60 | 71 | 56 | 98 |
| 7 | 73 | 71 | 92 | 68 | 72 | 61 |
| 8 | 62 | 77 | 68 | 90 | 67 | 71 |
| Self-Contained Special EducationBillingsport/Loudenslager\* | 26 | 27 | 19 | 20 | 22 | 13 |
| Grand Totals | **750** | **789** | **799** | **851** | **817** | **791** |

1. The following chart presents the enrollments for Paulsboro Senior High School:

|  |  |
| --- | --- |
| **Grade** | **Enrollment – January 15, 2021** |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020-2021** |
| 9 | 63 | 82 | 92 | 94 | 108 | 100 |
| 10 | 82 | 76 | 81 | 83 | 86 | 101 |
| 11 | 80 | 77 | 64 | 78 | 73 | 76 |
| 12 | 78 | 98 | 84 | 63 | 85 | 84 |
| **Total** | **303** | **333** | **321** | **318** | **352** | **361** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School:

| **Grade** | **Number of Students per Class as of****January 15, 2021** |
| --- | --- |
| Pre-School  | 7 | 5 | 6 | 11 | 7 | 12 |  |  |
| Kindergarten  | 18 | 20 | 20 | 19 |  |  |  |  |
| 1 | 19 | 24 | 20 | 22 |  |  |  |  |
| 2 | 24 | 18 | 24 | 15 |  |  |  |  |
| 3 | 17 | 21 | 18 | 18 | 16 |  |  |  |
| 4 | 21 | 23 | 14 | 15 | 8 |  |  |  |
| 5 | 18 | 16 | 20 | 18 | 14 |  |  |  |
| 6 | 21 | 22 | 16 | 17 | 11 | 11 |  |  |
| Special Education BECC |  | 6 | 7 |  |  |  |  |  |

**Instructional Services A - B**: The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval of the District Issued Student Device Policy, Procedure and Information Handbook for the 2020-2021 school year. (**Attachment**)

Informational: The purpose of the policy is to establish guidelines for issuance, acceptable use, care, repair and / or replacement of a district issued technology device. In order for a student to receive a school district provided piece of technology equipment, the parent and student must sign a form requiring the parent/guardian and student to comply with the provisions included, but not limited to, those in the document.

The highlighted components of the handbook are subject to update once the new policies are completed.

1. Recommend approval to provide homebound instruction for the following students

Grades 9 - 12:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 242927 | 9 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira/Adolescent Behavioral Health Program in Woodbury, New Jersey. Start date was 1/12/2021. |

Informational: Students who are hospitalized, at home but too ill to attend school, or who are awaiting evaluation by the Child Study Team receive homebound instruction. General Education students receive 5 hours per week of instruction. Special Education students receive 10 hours of instruction per week. In some cases, facilities or a company under contract to the facility, provides the instruction then bills the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

Motion made by Stevenson, seconded by Michael to approve items A-B.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Gerald Michael, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Instructional Services C – D:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend approval to provide homebound instruction for the following students

Grades PreK - 8:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 301991 | 4 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Memorial Children’s Behavioral Health Program in West Deptford, New Jersey. Start date was 1/6/2021. |

Informational: Students who are hospitalized, at home but too ill to attend school, or who are awaiting evaluation by the Child Study Team receive homebound instruction. General Education students receive 5 hours per week of instruction. Special Education students receive 10 hours of instruction per week. In some cases, facilities or a company under contract to the facility, provides the instruction then bills the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

1. Recommended approval to submit a grant application for the National Football League’s Fuel Up to Play 60 Grant. This recommendation also includes approval to accept the grant funds (Maximum $4,000.00) when approved through the grant application process.

Informational: Sponsored by the National Dairy Council, state and regional Dairy Councils and other supporting organizations, the competitive, nationwide funding program provides money up to $4,000.00 per year, per school to jumpstart healthy changes. Funds are used to help your school implement one Healthy Eating Play and one Physical Activity Play. If selected, Loudenslager will receive supplies to support a Composting Program which will connect directly to our School Garden Program as well as a walking club to promote exercise during recess. This grant is being developed and written by Loudenslager teachers Anthony Petrutz, Susan Piccione and Dean Duca.

Motion made by Stevenson, seconded by Cooper to approve items C-D.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Student Activities:**

1. Informational**- Reports of the Football Team (Attachment)**

**Construction Updates:**

1. **Informational: ROD and Non-ROD Grants**

District Consultant Frank Domin has established contact with and conducted meetings with the official at the School Development Authority (SDA) charged with the Paulsboro projects that are jointly funded by the 2015 Bond Referendum and SDA. All parties are reviewing and familiarizing themselves with the projects since they have been dormant for approximately four years.

The first task is to assemble all of the required documents to apply for reimbursement from SDA for projects that are at the 65% completion level. When this information is submitted to and approved by SDA, reimbursement will be paid to the district.

The second task is to determine what facilities upgrade are included in the application to SDA. It appears that some of the items in the application to SDA were not part of the original scope of the bond referendum. On the other hand, some items included in the original scope of the project seem to have been “de-scoped” which removed them from funding consideration by SDA. Mr. Domin, working with representatives of SDA and School Architect Robert Garrison has resolved these concerns. All parties now agree that the project is now just as it was presented to the public for the 2015 bond referendum.

The SDA official emphasized the importance of beginning work on those items that all parties agree are within the scope of the projects. The work needs to be completed quickly for two reasons. First, the projects are critical repairs to district facilities. Second, to protect the funding available by SDA. Mr. Domin is now working with the School Architect and Camden County Special Services School District in order to restart projects. It seems likely that within a month or two, the Board of Education will be able to award contracts for projects such as heater controls, drainage projects, etc. so that the work begun in 2015 can move forward.

**Rod Grants Update**: District Consultant Frank Domin, with district staff, has reviewed the proposed ROD (Regular Operating District) Grant Projects. They have met with the contractors that submitted the original bids in 2015 and 2017. The contractors consulted with their respective Union Hall representatives to review the wage rates that were used in the original bids. All contractors agreed to resubmit proposals through the County Educational Services bid process. When all proposals are received they will need to be within the Original Board approved Scope and Budget and then presented to the State to assure that they are acceptable under the original ROD Grant guidelines for funding.

**The following proposals have been received**:

High School; boiler replacement, bathroom renovations, Band Room humidity control.

Paulsboro Junior / Senior High School, Billingsport Early Childhood Center and Loudenslager Elementary School; Building and Energy Management System to provide automatic temperature and ventilation control.

**We are waiting for the following proposals**: Site drainage correction on all three locations, domestic water piping and hot water, relocate Fire Alarm Panel, and exterior door replacement.

**October 14, 2020 Update:**

Dr. Dawson met with the Facility Committee, Supervisor of Support Staff Jack Henderson and District Consultant Frank Domin to review the SDA Rod Grant progress. The School Development Authority representative has continued to provide project guidance. Proposals are continuing to come in. We are waiting for all proposed work to have updated proposals which will be reviewed by the Facility Committee then sent to the SDA before moving forward on any project. This will allow the District to complete as much of the work as possible within the allowable budget.

As part of this process other emergent Non ROD Grant facility projects that were identified during the 2015 Bond Referendum are also being updated. Proposals have been received to correct Site Drainage at Loudenslager School $142,000.00 and the High School $115,000.00. We are waiting for Billingsport Early Childhood Center Wing drainage and Security System proposals. These are General Fund Capital Outlay items that are being updated should bond referendum monies come available at the end of the ROD Grant project. They should also be reviewed during the upcoming budget process.

1. **Informational: Billingsport Early Childhood Center**

This is informational at this point but it must be included in the 2020-2021 budget.

During February 2020, water leaked through the ceiling of a second floor classroom (used as office space) was reported. The maintenance staff immediately worked to determine the cause of the leak. In fact, a roofer made a minor repair with the hope of fixing the problem. This was unsuccessful.

Several contractors have examined the situation. Both indicate that a significant repair is needed. In addition to the roof itself, the rafter may need to be repaired. Cost estimates range into the six figures.

Garrison Architects have completed a field investigation of the situation, prepared a report and is now preparing specifications for the project.

**October 14, 2020 Update:**

Construction Proposal received using the County Educational Services Commission Bid Co-op to complete structural and roof repairs. Base Bid $225,000.00. There was an alternate using an EDPM roof system that was $203,000.00. This would be taken into consideration during the upcoming FY 2021 - 2022 planning.

**November 19, 2020 Update**

Meetings have continued with the vendors that are submitting proposals. Additional facility inspections have been conducted. Proposals have been reviewed by the architects to assure that they are within the original scope of the Bond Referendum. A lot has changed within the State in the last five years since the projects were approved, so all of the proposals have been submitted to the School Development Authority (SDA) to review for form and vendor approval. Using the County Educational Services Commission Purchasing Cooperative is also new to the SDA and we wanted to get their upfront review. The contractors have stated if awarded in November work can be started for some of the emergent projects over the December Holiday break. Shut off valves, boilers and potable water lines are the priority.

Our contact at the SDA has reviewed all of the projects we are recommending at this meeting.

There are two projects that are ready to award but the SDA said, has been DESCOPED (Bathroom ADA Upgrades – W. J. Gross Inc., CCESC Bid # FY19-01, $77,330.00; Replace existing shut off valves and Service piping to water distribution system and hot water to janitor closets in original 1926/1973 and 1981 sections to begin resolving code issues - W.J. Gross, Inc. CCESC Bid# FY19-01, $37,900)

We will prepare letters petitioning the need for emergent relief because of need and that there are sufficient Grant funds to complete. We will look to award at a future meeting.

There are additional projects, Fire, Security and Potable Water Supply at Loudenslager that are waiting proposals and will be reviewed for a future meeting.

The projects that are being recommended for approval are within the original project guidelines and within the Bond budget. All projects are bid using regular wage hours. Proposals were received with alternates for night and weekend rates but are not included to provide time to see if projects can be done during normal work day and holiday weeks. This will allow up to $35,000 per school to complete other emergent projects.



**MOTION Was Approved:** **for the following ROD Grant proposals submitted through the Camden County Educational Services Purchasing Cooperative - CCESC contract #66CCEPS.**

**High School:**

Doors and Frames – Replace for Security and ADA Compliance. Exterior – FRP Doors, Aluminum frames, finish hardware and glazing – W.J. Gross, Inc., CCESC Bid# FY19-01, $99,600.00 (Alternate for anodized vs. white deduct $4,075.00).

Boiler Replacement – CM3, CCESC Bid# FY17-02, $437,200 \*Requires District to test and if necessary abate Asbestosis from existing boilers prior to project start.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $470,000 plus Alternate #1 Control Valve Replacement $33,000

**$1,039,800**

**Loudenslager**

Bathroom ADA Upgrades - W.J. Gross, Inc. CCESC Bid# FY19-01, $3,240.00.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

 **$199,240**

**Billingsport**

Correct window well drainage - W.J. Gross, Inc. CCESC Bid # FY19-01, $21,865.00.

Remove Replace Doors for ADA Compliance. Main Entrance – New FRB Doors, aluminum frame, hardware & glazing - W.J. Gross, Inc. CCESC Bid# FY19-01, $22,450.00

(Alternate for anodized vs. white deduct $4,075.00).

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

 **$240,315**

**December 21, 2020 Update**

We have not received a response from the SDA concerning our request to expand the approved scope of work for the Bathroom ADA upgrades and the Water Shut Off Valves. This will hold these projects in limbo for the time being, but no news is good news.

We are moving forward with awarding the projects approved at the November meeting. The Board’s environmental company is actively consulting with the contractors that will be removing the High School Boilers and two exterior door panels that have known asbestos particles. Since both have been monitored in the District’s 6 month and Annual AHERA Reports we are able to move forward with these projects safely.

We have received two quotes for New Security Systems that include card swipes, cameras and monitors at both Billingsport at $33,899 and Loudenslager at $74,119. There are sufficient funds for the Loudenslager project but the Billingsport work was not in the approved SDA project Scope. There is State funding that has come available that may include this project, but has a very short window to apply. Matthew Browne is working under a tight deadline to complete the Security grant process and is including the Billingsport project.

**MOTION Was Approved: for the following ROD Grant Proposal.**

**Loudenslager**

New Security Systems including, cameras wiring – LTW Master Agreement MNWNC-124 NJ State Contract #89980 $73,619.18

**January 19, 2021 – No updates at this time**

**Facilities A:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval of the attached 2020-2021 Statement of Assurance for Health and Safety Evaluation of School Buildings Checklist. (**Attachment**)

Informational: The purpose of this evaluation is for the health and safety of students and staff even in the absence of a specific statute or code. The Health and Safety Evaluation of School Buildings Checklist.

Facilities review is for the evaluation of school buildings including traditional public school districts (owned or leased), private schools for the disabled, charter schools, renaissance school projects and any other school settings. This evaluation checklist must be completed annually by appropriate district personnel and kept on file for inspection or other legal issues.

Further, districts must submit the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance annually by January 30. These checklist items cover regulations issued by New Jersey Department of Education, New Jersey Department of Community Affairs, and Occupational Safety and Health Administration.

Motion made by Stevenson, seconded by T. Scott to approve item Facilities A

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Gerald Michael, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Finance A - E:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend adoption of the attached resolution authorizing the Business Administrator/ Secretary to the Board of Education to use an electronic (facsimile computer generated) signature on checks written against the Warrant Account and the Payroll Account.

Informational: The attached resolution is required to allow the Business Administrator/ Secretary to the Board of Education to utilize an electronic signature on checks being written against the Warrant Account and the Payroll Account. This will allow the business office to operate more efficiently. The Board of Education adopted the same resolution on April 27, 2020 authorizing the use of an electronic signature for former Business Administrator/ Secretary to the Board of Education Robert Delengowski.

1. Recommend retroactive approval of a change in Out of District placement for student Case #2323 Grade 12 ED from Windsor Learning Center to Mary A. Dobbins - Legacy Treatment Services effective on September 9, 2020. The change of tuition is from $47,415.00 to $71,892.72 for the remainder of the 2020-2021 school year.

Informational: The change of placement was to better meet the student’s needs. The Paulsboro Board of Education remains responsible for the educational component at Mary A. Dobbins - Legacy Treatment.

1. Recommend retroactive approval of a change in Out of District placement for new transfer in student Case #3275 Grade 11 ED from Gateway Regional High to Strang School - Ranch Hope effective on or about October 15, 2020. The tuition is $89,159.40 for the remainder of the 2020-2021 school year.

Informational: The change of placement was court ordered. The Paulsboro Board of Education remains responsible for the educational component at Ranch Hope.

1. Recommend the following students return to District for the remainder of the 2020-2021 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Case #** | **Grade** | **Out of District Placement** | **Cost Savings to the District** |
| 2493 | Grade 9 | Pineland | $ 37,448.00 |
| 1773 | Grade 12 | Durand Academy | $112,947.48 |
| 3070 | Grade 10 | Bankbridge - North | $ 55,598.40 |

Informational: Approval for these students to return from an out of district setting back to Paulsboro High school, due to COVID 19. Students will be on Virtual Learning for the remainder of the 2020 - 2021 school year.

1. Recommend approval to accept the bid from Gloucester County Special Services School District (GCSSSD) for Route S7619 at $192.00 per day to Pineland Learning Center.

Motion made by Stevenson, seconded by Henderson to approve items A-E.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Gerald Michael, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

**Finance F - I:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend retroactive approval of a change in Out of District placement for student Case #3258 Grade 4 ED from Loudenslager Elementary School to Pineland Learning Center effective on September 8, 2020. The change of tuition is $55,260.00 for the remainder of the 2020-2021 school year.

Informational: Student received Remote Learning through Paulsboro School District in the spring due to COVID 19, we planned for him to attend Pineland Learning Center, however this placement was unable to transpire. The Paulsboro Board of Education remains responsible for the educational component at Pinelands.

1. Recommend the following students return to District for the remainder of the 2020-2021 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Case #** | **Grade** | **Prior Out of District Placement** | **Cost Savings to the District** |
| 2949 | Grade 7 | Bankbridge Elementary | $23,920.00 |
| 3101 | Grade 7 | Strang School- Ranch Hope | $45,720.00 |

Informational: Approval for these students to return from an out of district setting back to Paulsboro High school, due to COVID 19. Students will be on Virtual Learning for the remainder of the 2020 - 2021 school year.

1. Recommended approval to accept the donation of a VersaTiles Literacy Classroom Set (Grade 3) through anonymous donor through donorschoose.org. This donation will be utilized to support reading instruction at the 3rd Grade Level.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager Inclusion Teacher Elaine Andrus.

1. Recommended approval to accept the donation of Flexible Seating Furniture through anonymous donors through donorschoose.org. This donation will be utilized to accommodate students at Loudenslager Elementary School.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager 6th Grade Teacher Ms. Gianna Lombardi.

Motion made by Stevenson, seconded by Cooper to approve items F-I.

Roll Call Yes: Theresa Cooper, Robert Davis, Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Tyesha Scott, Irma R. Stevenson Danielle Scott, Marvin Hamilton.

MOTION CARRIED

1. **Informational** – Holiday / Christmas Donations at Billingsport Early Childhood Center.

A special thanks to the staff and administration at Billingsport Early Childhood Center who worked with the Borough of Paulsboro employees and Soul Sisters to provide food and gifts to families during the holiday season.

A special thank you to the Billingsport Staff for working closely with the Toys for Tots coordinators Kevin and Shanin Baisch. It was through this collaboration that 20 families from Paulsboro received toys for Christmas.

A special thank you to The ShopRite of Gibbstown for donating a $100.00 dollar gift card for the families at Billingsport Early Childhood Center.

1. **Informational - Child Nutrition**

The following is a summary of student participation in the breakfast and lunch program for the 2020 - 2021 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration continues to explore strategies to increase participation in this important program.

The following information summarizes the financial status of the child nutrition program:

| **Month** | **Expenses** | **Revenues**  | **Revenue - Expenses** |
| --- | --- | --- | --- |
| July  | $18,101.36 | $9,825.53 | -$8,275.83 |
| August  | $14,886.16 | $6,782.04 | -$8,104.12 |
| September | $33,158.96 | $23,064.65 | -$10,094.31 |
| October | $32,788.50 | $39,185.84 | -$6,397.37 |
| November | $32,519.19 | $31,588.14 | $931.05 |
| December | $24,613.89 | $27,967.48 | -$3,353.59 |
| **Year to Date** | **$129,593.80** | **$164,887.94** | **-$35,294.14** |

The data indicates that relatively few meals were served and are being served since the mandated school closure began during mid-March 2020. As result, the cafeteria, while providing a vital service, is losing money. The shortfall is being taken from reserves built up in the cafeteria account over past years.

1. **Informational: Breakfast and Lunch Service During the Mandatory School Closure and Summer 2020.**

Breakfast and lunch continue to be served at Paulsboro High School and Loudenslager Elementary School on a daily basis. Billingsport Early Childhood Center students may pick up their meals at the school most convenient for them. The “grab and go” meals are available between 9:00 AM and 10:00 AM daily.

The following chart presents the number of students and meals served per day:

| **Dates** | **Type of Program** | **Average Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served**  |
| --- | --- | --- | --- | --- |
| March 17 – June 15, 2020 | School Year  | 262.5 | 525 | 33,076 |
| June 15 – June 30, 2020 | Seamless Summer Option  | 92.7 | 185 | 2,040 |
| July 1 – July 31, 2020 | Summer Foods  | 54.08 | 1,244 |
| August 3 – August 28, 2020 | 51.80 | 1,036 |
| September 1 – September 30, 2020 | School Year | 375.3 | 188 | 6,830 |
| October 1 – October 31, 2020 | School Year | Remote | 271 | 8,388 |
| November 1 – November 30, 2020 | School Year | Remote | 310 | 9,312 |
| December 1 – December 31, 2020 | School Year | Remote | 265 | 6,630 |
| **Grand Total**  | **68,556** |

**School Safety:**

1. Informational: Report of School Security Drills

| **Report of Paulsboro Public Schools Security Drills** |
| --- |
| **Type of Drill** | **Notation** | **Schools** |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 09/18/202010/17/202011/03/2020Red11/12/2020White12/17/2020 | 09/18/202010/09/202011/24/2020 Red11/20/2020 White12/23/2020 | 09/18/202010/07/202011/19/2020Red11/23/2020White12/21/2020 |
| Communication Drill\*\* | September 2020 | 09/24/2020 | 09/25/2020 | 09/22/2020 |
| Evacuation(Non-Fire) | Each school must conduct two annually |  | 10/15/202012/15/2020 | 12/15/2020 |
| Lockdown | Each school must conduct two annually | 12/3/2020 | 11/23/2020Red11/19/2020 White | 11/20/2020Red11/24/2020White |
| Bomb Threat | Each school must conduct two annually | 11/17/2020Red 11/19/2020White |  | 10/15/2020 |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Shelter In Place | Each school must conduct two annually | 10/14/2020 |  |  |
| **Other Drills** |
| Bus Evacuation | School District (Annually) |  |  |  |
| Bus Evacuation | School Routes(2 Annually) |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/01/202009/30/202010/30/202011/30/202012/18/2020 | 09/01/202009/30/202010/30/202011/30/202012/18/2020 | 09/01/202009/30/202010/30/202011/30/202012/20/2020 |

**\***The Administration Building AED testing is included with the Paulsboro Junior / Senior High School.

\*\*Communication Drill is a test of the internal communications system will help identify the true capability of the school to effectively communicate on - campus emergencies

It is anticipated adjustments will be made by schools to help reduce the likelihood of virus transmission during the upcoming school year.

These will take the form of implementing practices recommended by the CDC, NJ DOH, etc. such as practicing safe social distancing, wearing face coverings, etc.

**Motion To Adjourn**

Motion made by Stevenson, seconded by T. Scott and unanimously carried (10-0) to adjourn the meeting at 7:20 PM.

Respectfully Submitted,



Interim Board Secretary

**Next Meetings of the Board of Education**

**Regular Meeting**

Monday, February 22, 2021 at 7:00 PM in the Paulsboro High School Auditorium

• The Board will take official action at this meeting.

• The meeting is open to the public and comments will be solicited from citizens in attendance via the chat feature of Zoom.us if necessary.